**STUDENT and PARENT GUIDE 2019-20**

The SPHS High School faculty, staff, and administration believe that a safe and orderly school environment is a key element in the academic success of our students.  In support of this belief, we have composed a *Sparrows Point High School Student and Parent Guide*.  All of the rules and expectations of the Baltimore County Public Schools Student Handbook are followed by SPHS.  This handbook is designed to highlight and make specific certain procedures and the ways in which they will be interpreted and enforced by SPHS. *All information in this guide is subject to change throughout the school year. Please visit our school website for changes and updates.*

**School Contact Information:**

* Main 443-809-7517
* Fax (Main) 410-477-4311
* Cafeteria 443-809-7511



Guidance 443-809-7519

* Health 443-809-7542



 Library 443-809-7543**Administrative Team:**

Emily Caster – Principal

John Hanmer – Assistant Principal (students with last names A-K)

Caitlin Brennan – Assistant Principal (students with last name L-Z)

**Operating Hours:**

Main Office:

August 26th - June 19th: 7:15 am -3:00 pm

Summer Hours: 8:00 am – 2:30 pm

School Counseling Office:

 August 26th - June 19th: 7:30 am -2:30 pm

 Summer Hours: 7:30 am-2:00 pm

 Record Requests require 2-day notice to prepare documents

Homeroom:

Period A1 is considered the official homeroom class for the purposes of distributing and collecting school forms, emergency procedures, etc.

**School Operating Hours & Procedures for Students:**

Students may enter the building as early as 7:15 a.m. each day, but they must remain in a lobby area until the 7:30 bell rings. Dismissal is at 2:15 p.m. daily.  Students must exit the building by 2:20 p.m. each day.  Students who are in the building after 2:20 p.m. must be under the direct supervision of an adult in a classroom or other designated area, not in the halls. Students who are found to be in the building unsupervised outside of these hours are subject to disciplinary action including exclusion from extra-curricular activities and athletics. ***\*\*\*Students whose buses arrive before 7:15 A.M. are required to wait in a lobby area.***

**Student Records:**

Address Change/Proof of Residency:  The following documents are necessary if you are changing an address or enrolling a new student:

* Photo ID of the parent/guardian
* Deed OR Signed Settlement Sheet OR Title OR Mortgage Coupon Book OR Real Estate Tax Bill OR Receipt for Residential Dwelling Unit
* Three pieces of mail dated within 60 days

Learner’s Permits:  Learner’s Permits can be submitted to the counseling office for completion.  Please complete the parent/guardian portion before submitting it.  The completed form will be returned in an official sealed envelope to be returned to the MVA.  Please note the office requires at least 24 hours for processing.

Transcripts:  Current students in need of a transcript *(not for college applications)* are to:

1. complete a Transcript Request Form signed by their parent/guardian and returned to Ms. Stover in the Counseling Office
2. request the transcript in Naviance
3. Email Ms. Stover (dstover@bcps.org) about the request. Please note that the office requires at least 24 hours for processing
4. After 24 hours, transcripts may be picked up in the Transcript Bin in the Counseling Office.

Work Permits:  Information about obtaining work permits can be found in the Counseling Office. Or, you may visit <https://www.dllr.state.md.us/labor/wages/empm.shtml>.

**Bell Schedules**

**Normal Schedule**Period One. 7:45 – 9:10
Period Two. 9:15 – 10:40

School Announcements (remain in Period 2 class). 10:35 – 10:40
Period Three A lunch.

Lunch. 10:40 – 11:10 Class. 11:15 – 12:45
Period Three B lunch.

Class. 10:45 – 11:15 Lunch. 11:15 – 11:45 Class. 11:50 – 12:45

Period Three C lunch.

Class. 10:45-11:50 Lunch. 11:50-12:20

Class. 12:25-12:45

Period Four. 12:50 – 2:15

**One (1) Hour Early Closing Schedule**Dismissal from Period Four at 1:15

Lunch Times remain the same

**Two (2) Hour Early Closing Schedule**Dismissal from Period Three at 12:15

Lunch Times

A – Lunch. 10:45 – 11:05

B – Lunch. 11:10 – 11:30

No C Lunch-*teachers will be notified via*

*email to send students to A or B lunch*

PM Sollers students report to the library following A lunch.

\*Work-Based Learning and CCBC buses will *not* run.

**Three (3) Hour Early Closing Schedule**Dismissal from Period 3 at 11:15

Grab and go lunch at dismissal.

\*Work-Based Learning and CCBC buses will *not* run.

**One (1) Hour Delay Schedule**Period One. 8:45 – 9:40
Period Two. 9:45 – 10:40
Periods Three and Four. Regular schedule

\*Work-Based Learning and CCBC buses will *not* run.

**Two (2) Hour Delay Schedule**Period One. 9:45 – 10:10
Period Two. 10:15 – 10:40

Periods Three and Four. Regular schedule

\*Work-Based Learning and CCBC buses will *not* run.
SOLLERS AM STUDENTS: There are no morning classes at Sollers. Students are to report to the SPHS cafeteria at 10:30 for homeroom as usual. Students who arrive to school earlier than 10:30 should report to the library.

**Student Attendance and Tardiness:**

Baltimore County Public Schools Attendance Policy:

<http://www.bcps.org/system/policies_rules/rules/5000Series/RULE5120.pdf>

Basic Information:

* When a student is absent, they must bring a note upon returning to school. Notes are not accepted after 5 school days, unless from a physician. If a student is absent for an extended period of time or for an excessive number of days, a written statement of explanation may be required from the physician, at the discretion of the principal.
* Notes shall include the name of the student, the date of, and the reason for the absence.
* All absent notes should brought by the student and given to his/her A1 or B1 teacher.
* Early dismissal and tardiness count towards time missed during each grading period.
* Students who have excused absences during final exams will be required to make up exams during summer vacation.
* Requests for excusing absences for college visits or travel should be directed to the principal at least one week in advance.

Impact on Grades:

* In accordance with Rule 5120, teachers are not required to provide make-up work to students absent for unlawful reasons, but may do so at their discretion and in accordance with their school’s established procedures.
* Our school established procedure is as follows:
	+ When an absence occurs, it is the student’s responsibility to inquire about, complete, and return assignments. The missing work must be returned by the next time the class meets, unless other arrangements are made at teacher discretion.
	+ Upon their return from an absence from school, students are expected to submit a note explaining their absence to the main office. Students have 5 days upon their return to submit the note, at which time front office staff will appropriately code the absence.
	+ Students who are absent for lawful reasons are entitled to make-up work, and must ask their teachers for the missing work upon the day they return to that teacher’s classroom.
	+ Students who are absent from school, for confirmed unlawful reasons (class cut or absence not validated by a parent note), are not entitled to make-up work and grades for those assignments will be entered as “M” for missing, which is a zero.
	+ A student suspended from school will be allowed to make-up any work missed during the suspension, and will be offered comparable graded assignments that meet the instructional goals of the class time missed.
	+ A student absent from class due to in-school suspension will be offered comparable graded assignments that meet the instructional goals of the class time missed.

Tardiness to school:

* All students should be seated in their classrooms no later than 7:45 a.m.
* Breakfast is available in the cafeteria until 7:35 a.m.
* Students who are not in their classroom and do not have a pass from a teacher after 7:45 am will be directed to the late center in the main lobby.
* Students who arrive late to school 3 days in a marking period will be assigned lunch detention for that day. This will happen if the student is late a 4th day as well.
* Students who arrive late to school 5 or more days will be assigned to Friday after school detention.
* Students who arrive late to school for 8 or more days will be placed on social suspension for the remainder of that marking period (or next depending on the date).
* The Athletic Department will also enforce a lateness policy that penalizes athletes who arrive late to school.
* Social Suspension includes exclusion from sporting events, pep rallies, Homecoming, Blizzard Ball, powder puff football and performances such as talent shows and plays. Students on social suspension may attend required musical performances as part of a class, clubs and coach class.
* Students who have an SPHS parking permit will have their parking permit revoked once they have reached 5 tardies in any one marking period or 10 tardies total. The parking permit will not be re-issued.

Early Dismissal from School:

* Students should bring their early dismissal note to the main office between 7:15 a.m.-7:40 a.m. The front office staff will confirm the note and provide the student with a blue pass indicating the time for dismissal. The pass should be presented to the teacher and the student should be sent to the main office for dismissal and sign-out at the indicated time. If the student does not have a pass, they should remain in class.
* Students will not be released from class unless they have a signed release slip from the office or the office has called in to state the student has been released. Teachers will not release a student for early dismissal otherwise.
* The early dismissal note must include: the student’s first and last name, the time to be dismissed, the student’s parent/guardian printed name and signature, and a valid phone number where we may reach you during the school day.
* When picking up a student for any reason, parents/guardians will need a valid photo ID to enter the building and remove the student from school. The person picking up the student must be listed on the Student Emergency Contact form in order to see the student or sign them out of school. Students will not be called to the office in advance of their dismissal time.
* Students will not be dismissed via a parent phone call or email to the front office.

**School Counseling Office:**

Through counseling, coordination, and consultation the counselors assist students with a variety of issues such as scheduling, career exploration, college planning, and personal development.  Our counselors are assigned to students based on the first letter of their last name:

A-F:  Mrs. Amy Jubb:  ajubb@bcps.org

G-O:  Mr. Eamon Muller emuller2@bcps.org

P-Z:  Ms. Rachel Allshouse:  rallshouse@bcps.org

College and Career Readiness Counselor: Beth Command: bcommand@bcps.org

Counseling Secretary:  Ms. Denise Stover: dstover@bcps.org

Schedule Changes

Students were allowed to make changes to their course requests prior to the creation of the master schedule.  Once the schedule has been made students are allowed to come in during summer schedule change days and the first week of school to make adjustments for the following reasons:

1. Seniors missing a graduation requirement
2. Students approved for Dual Enrollment, work study, or release time, which needs to be added. Dual enrollment must have been submitted by July 12, 2019.
3. Student passed a class in summer school, which is in this year’s schedule.
4. Student does not have the prerequisite classes needed for a class currently on their schedule.
5. Student is scheduled to retake a class, which they have already taken and passed.
6. Student has an open nonscheduled period
7. Physical/medical necessity; **please provide medical documentation**

Dropping Classes

The master schedule is made and staffing is decided based on students’ registration requests and in consultation with their school counselor. Based on this information, student or parent requests to drop or change a course once the school year has begun cannot be accommodated. It is possible for a senior to drop a course at the end of their day(s) if it is not a graduation requirement if they are adjusting their schedule for Dual Enrollment or work study.  This requires parent permission. Seniors will not be dropped from classes they enrolled in for release time. Students who are part of the SPECIES magnet program are expected to fulfill all requirements of the magnet program and will not be dropped from magnet classes for any reason.

Dropping a Level

Students who are enrolled in an AP course and wish to drop to Honors or Standard need to proceed as follows:

1. Meet with the teacher to express concerns
2. Attend coach class weekly for extra help
3. Schedule a conference with the teacher and parent so that suggestions for improvement can be offered by the teacher.
4. Schedule a student-parent conference with the teacher and the department chairperson.
5. If the above items have occurred and a student would like to drop a level they are to schedule a meeting with their counselor, their parent, the teacher and their administrator.

Extended Day Learning Program (EDLP-Night School):

For students planning on attending evening school for the 2018-19 school year, registration paperwork will be available the first week of September.  Please see your counselor in order to register for EDLP.

**Athletics and Extra-Curricular Activities:**

Athletics: In order to participate in SPHS Athletics, student must have a 2.0 or greater G.P.A and no more than one E for the quarter prior to the start of the season.  Students must be present by 10:45 a.m. in order to participate in that day’s practice, game or activity.

School Dance Procedures:

* Students must have paid outstanding school obligations before being allowed to purchase tickets to the event, and must have paid all class dues before purchasing tickets to junior or senior prom, or any class events.
* Seniors must have completed all 75 service learning hours, be on the path to pass all classes needed for graduation and have met HSA requirements in order to purchase tickets to the Senior Prom, or attend as a guest. Seniors who are not graduating with their class may not purchase tickets to the Senior Prom, or attend as a guest.
* Students who are suspended in the quarter the event occurs may not purchase tickets to the event or attend as a guest.
* Students who left a BCPS high school before finishing their diploma are not eligible to attend as a guest of a SPHS student.
* No middle school students or guests 21 and older will be admitted.
* Students who are currently assigned to an alternative program may not attend dances or proms and may not come as a guest of a SPHS student.
* Students must be in attendance until 12:00 p.m. for Friday functions or the full day prior (for Saturday functions
* Entry doors will close to students 90 minutes after the scheduled start time of the event. Students arriving more than 90 minutes late to the event must be accompanied by their parent in order to be admitted.
* Arrangements for pick up from the dance must be made. Students who have not been picked up within 15 minutes of the end time for the event may not be allowed to attend the next dance.
* There will be no re-entry to any events once a student/guest leaves the event.
* There will be no refunds on tickets for any reason, including if the student is excluded from the event after purchasing a ticket due to suspension or for any other reason. Tickets may not be transferred from one student to another.
* All BCPS policies as outlined in the student handbook are in effect at all events, regardless of the event location.
* All guests will be required to show a current picture ID card from the MVA, school, job, etc. for admission and must have completed, obtained required signatures, and returned guest form.

A SPHS student may only bring one guest to a dance or prom. Guest form approval and ticket purchase will be done before a guest ticket may be sold.

Tickets for all dances are sold during lunchtime, with the number of available tickets split evenly between “A” and “B” lunch shifts. Tickets will not be reserved for students by the event sponsors or main office. Students who have early release, attend classes at CCBC or are absent, should plan accordingly, as special accommodations cannot be made. For Homecoming only, the first day of ticket sales will be for SPHS seniors only, no guest tickets may be purchased on the senior ticket sales day. Seniors may only purchase one ticket for themselves on senior ticket sales day.

Students who are currently assigned to an alternative program may not attend dances or proms and may not come as a guest of a SPHS student.  *The only exception that will be considered is for students who attend Crossroads Center, who will need the approval of a Crossroads administrator to attend.*

**Student Behavior:**

Student Behavior:At the beginning of the year, school administrators will review the [Baltimore County Behavior Handbook](http://www.bcps.org/system/handbooks/Student-Handbook.pdf) with all students. All students receive a copy of the BCPS Student Behavior Handbook. Both students and parents are required to sign the handbook and return the signed portion to homeroom teachers.

A particular focus of the faculty and staff of SPHS is providing a rich educational experience in which students learn respect and tolerance for others.

The administrative team at SPHS takes a very strong stand against violent behavior. With this in mind, we have a non-negotiable, non-violence policy**.** *Students are expected to settle disputes without fighting*. Students identified engaging in a fight will be suspended from school and may be charged by the police*. Students, who actively and purposefully promote, instigate or encourage fighting and/or participate as spectators will also be suspended. This policy will be implemented in all cases of student violence.*

Pointers for Peace

This year we are excited to bring back “Pointers for Peace,” our peer mediation program which is a consensual self-determined process where participants work together with impartial, trained mediators to address conflict. Mediation is offered at scheduled times during the school day in a convenient conference room located by the office. Mediation provides an opportunity for students to hear and be heard, clarify issues, identify possible solutions, and create an agreement that works for everyone. Pointers for Peace is a respectful process where students will learn life skills to problem solve, become more confident and engage in direct, meaningful and positive communication with one another.

Cell Phones

At SPHS, we believe that when students enter our classrooms, they are there to learn, and to fully engage with their peers and teachers. We want all students to be active participants in their learning.

• During class time, cell phones are to be off and out of sight. If a cell phone is visible, students will be asked to place their cellphones in a designated storage area. Students can store their cell phones in the designated storage area or elect to keep their cell phones off and away for the entire class period. Teachers will review with students the specific location for each room. The phones will remain in the storage area unless teachers explicitly tell students to take out their phones for instructional use.

• Cell phones will remain in the designated storage area during short bathroom visits, trips to the nurse/counseling office/main office, if the student plans to return to the classroom.

• A student who refuses to store the cell phone when instructed to do so will be issued a summons.

• Use of headphones or earbuds is not permitted during class time, unless teacher permission is granted for instructional purposes.

• In the event of an unplanned evacuation or emergency, the teacher will take steps to provide immediate student access to cell phones. We kindly ask that parents needing to contact a student with an urgent matter during class time, do so by calling the main office.

• School-appropriate cell phone use is permitted during each class change and during lunch. Appropriate use is defined as texting and listening to music using headphones at a volume that still allows the student to hear others and directions of adults. Phone calls are not permitted.

Students and their parents are reminded that students are responsible for protecting the security of the BCPS network. By signing the Student Code of Conduct at the start of the school, students agreed that they will not attempt to bypass security settings or Internet filters or interfere with the operation of the network by installing or downloading unauthorized software, games, programs, files, electronic media, or stand-alone applications from the Internet or from any other sources. This includes applications such as Psiphon. Students who are found to be misusing student devise or the BCPS network in this manner will lose access to their devices and the BCPS network. In these instances, students will be expected to complete alternate classroom assignments.

Appropriate Use of Electronic Devices

BCPS-issued devices and any other technology belonging to BCPS are to be used for educational purposes only. Any inappropriate use including gaming, inappropriate websites, use of tools to by-pass BCPS-filter, or uploading of software is in violation of the Technology Acceptable Use Policy and will result in disciplinary action.

Use of Psiphon on school-issued devices is strictly prohibited and will result in an immediate office referral.

Students may, as always, secure their cell phones in a locker during the school day or leave them at home. All students will have access to their own laptop device this school year.

Appropriate Student Dress and Hats:

The student dress code is intended to outline acceptable standards for student dress during the school day and during other school-sponsored activities in order to preserve a safe and orderly environment that is conducive to learning. (Board of Education Policy and Superintendent’s Rule 5520). Students will wear attire in a manner that supports a healthy and safe learning environment.  Students will not wear attire that is disruptive to the school environment, promotes illegal or harmful activities, or that could endanger the health and safety of the student or other students. Please see the [BCPS Student Handbook](http://www.bcps.org/system/handbooks/Student-Handbook.pdf), page 9, for additional information.

Hats are to be removed and stored (in a backpack, for example) so that the hat is not visible when entering the school building.  Hats must remain off and away for the entire school day. Staff members who observe a student wearing a hat will direct the student to report to the main office where the hat will be stored for pick-up.  Confiscated hats may be picked up in the main office by an adult on the student’s contact list between 7:00 a.m. - 7:45 a.m. or between 2:20 p.m. – 3:30 p.m.

Class Cuts: Class cuts are cumulative for the entire school year. Each class cut is charged as an unexcused absence and counts towards unexcused time missed for the grading period. Students will receive a “0” for all missed work during the time they cut class and they will be assigned consequences that include after school and Friday or Saturday detention.

Field Trip Eligibility:  In order to attend any field trip a student must not have been suspended in the quarter in which the field trip occurs and you must be in good standing with academics and attendance in order to miss school to attend a field trip. All students must complete the Teacher Sign Off form for each trip.

Lavatory/Hall Passes: Any student who is in the hallway during the class period must have the classroom clipboard or a pink nurse’s pass and their student agenda indicating they have teacher permission to be outside of the classroom. This includes during homeroom. Teachers will communicate which restroom is the closest and students are expected to use only that restroom when that is the destination. Students will use the pass in the student planner when leaving class for the restroom.

15-15 Rule: To maximize instructional time, students are encouraged to use the restroom during change of class time and their lunch period. Students should not ask permission to leave class during the first or last 15 minutes of any class period. The only exceptions to this are during homeroom and in case of an emergency.

Consequences

SPHS will hold Tuesday and Thursday detention when a student receives a teacher-assigned summons. Administrators may assign students to Friday PM detention, Saturday AM detention, lunch detention, In School Suspension or Out of School Suspension. Administrators may also place students on social suspension. Students on social suspension are not permitted to attend any school events outside of the regular school day including athletic events/games and social events such as dances.

Failure to serve the 40 minute summons detention will result in a 80 minute detention. Failure to serve this will result in an administrator referral. Parent contact will be initiated whenever a consequence is assigned. It is the student/parent responsibility to arrange for transportation following a detention. It is the student responsibility to notify coaches and/or employers when necessary. Dates/times of detentions are not negotiable.

**Online Gradebook & Grading Policy:**

Grading Policy: <http://www.bcps.org/system/policies_rules/rules/5000Series/RULE5210a.pdf>

Refer to the BCPS Grading and Reporting webpage for additional information. [www.bcps.org/academics/grading](http://www.bcps.org/academics/grading)

Final marking period grades will be determined as follows

 A 90–100 Outstanding

 B 80–89 Above Average

 C 70–79 Average

 D 60–69 Below Average

 E 0–59 Failing (No Credit Awarded)

Score Codes:

* LS Code = Lowest Score
	+ With the 50-Point Grading Scale, an assignment scoring from 0-49.4 percent will be entered as a LS (lowest score). The LS code indicates the student attempted the assignment or assessment but at this point demonstrated insufficient or no evidence of the knowledge, skills, and practices embodied by the standard. An attempted assignment should show a reasonable effort on the part of the student. The LS code factors into the grade as 50% of the total points possible - failing. Assignments that do not show a reasonable effort can be marked as Incomplete (I). If no attempt is made on an assignment or an assignment is not submitted, the Missing (M) code can be used.
* I Code = Incomplete
	+ The (I) code serves as a place holder and does not impact the overall grade. The I code should be converted to a score once the student completes the assignment.
* M Code = Missing
	+ The (M) code is averaged into the marking period grade as a zero. It should only be entered after the due date of the assignment has passed.
* E Code = Excused
	+ The (E) code serves as a place holder and does not impact the overall grade. This code may be used when a student is not required to complete an assignment.

Teachers will regularly update grades in their online gradebooks. Parents and students can access these through <https://bcpsone.bcps.org/>. Account creation and access information can be found through the “Support and FAQ’s” link. **The email address that you use must be a current operational address that is also on file in the Student Information System at school**. Contact the school if you continue to have any issues with access.

**Visiting the School Building:**

Parking:  Students without parking permits are not permitted to park in the school parking lots for any reason before 10:50 am. A lottery for student parking permits takes place prior to the beginning of each school year. Parents and other visitors picking up students for early dismissal are welcome to park in the bus loop for a very brief period of time, as long as signs posted with restricted hours are honored so that bus schedules are not disrupted. For longer stays, visitors should park in the main parking lot adjacent to Main Avenue. We encourage all visitors to be mindful of the direction of traffic flow and the one way only signs in the parking lot.

Drop Off Procedures: When students are being dropped off at school by vehicle, it is important to follow the appropriate traffic pattern. **Absolutely no vehicles are permitted in the bus loop for student drop off or any other reason between 7:10 a.m. and 8:15 a.m.** Vehicles arriving for student drop off during this time must enter at Main Avenue and proceed through the proper entrance of the faculty lot. Drop off will occur at the end of the pathway towards the auditorium entrance. Vehicles will then proceed through the appropriate exit onto Main Avenue.

Main Entrance: Visitors may only enter the school building via the main entrance on North Point Road. Please use the buzzer system and state your name and the reason for your visit. All visitors must have photo identification to enter the building. The main office will scan your ID in the Raptor system and assist you with signing in. Please do not ask students or staff to open the door for you, and please do not hold open the door for visitors behind you.

Visiting the School Building: Please call ahead if you need to set up a meeting with a teacher, school counselor or administrator. Our staff will assist you in scheduling an appointment or providing you with the email address of the staff member you would like to meet with.

American Education Week: Parents and guardians are invited to visit us during American Education Week, November 18th-22nd. To maximize instructional time, we cannot accommodate minor or school aged children. Parents, guardians and other guests must be listed as contacts on the Student Emergency Contact form.

Phone Calls and Messages for Students:  Please be mindful of your son or daughter’s daily schedule if you are contacting them via text message or phone call. Cell phones may not be used for making or receiving phone calls during the school day – this includes during class, passing time and lunches. *In the classroom, cell phones are used for instructional purposes only, when directed by the teacher.* Students may use phones for texting only during their change of class time or during their lunch period.

Headphones/Earbuds: or music features (with headphones) only during their change of class time or during their lunch period. The volume should be low enough when wearing headphones that the student can hear an adult giving them directions. Use of headphones or earbuds is not permitted during class time, unless teacher permission is granted for instructional purposes.

Deliveries/Outside Food and Beverage:  Please refrain from delivering items, including outside food and beverage, to students during the school day.  If you do need to deliver something to a student, please report to the main office and allow our secretarial staff to handle the exchange. Balloons and other celebratory items will be housed in the main office until 2:15 p.m.  Such items are not allowed in the hallways, main areas, or classrooms. Do not call or text your student and ask them to come outside to pick up an item. Students with food delivered from outside the building during the school day will be directed to eat in the main office.

Volunteer Opportunities

If you choose to take advantage of any opportunities to volunteer at Sparrows Point High School,

you must complete volunteer training in advance. This needs to be done every year.

Volunteer Application and Training: <http://www.bcps.org/community/volunteer_info/>

Step 1: Complete Online Application

Step 2: Complete online training and print certificate

Step 3: Give paper certificate to sponsor or front office

As a reminder, any individuals entering the school building, must enter through the main lobby doors and check in with the main office to go through the Raptor system.

**School Safety & Emergency Information:**

Loss of Personal Items/Theft: To prevent theft or loss of items, we recommend students leave valuables at home or secure their items in a locked locker. Students who bring valuable items to school do so at their own risk.  The school provides lockers where students may keep personal items. Theft of items may be reported by filling out a theft report in the main office before school, during lunch, after school or with teacher permission.

Emergency Procedures: SPHS has an emergency safety plan and practices school wide drills for a variety of events per county and state guidelines. Click here to access information about the [Universal Emergency Response Procedures](https://documentcloud.adobe.com/link/track?uri=urn%3Aaaid%3Ascds%3AUS%3Ac9fa97c5-c3af-4aa7-ad51-0611a3702330). Students and parents are encouraged to “See it, Say it” if they do not feel safe. Anyone can make a report using the Safe Schools Tip Hotline 1-877-636-6332, the Maryland Suicide and Crisis Hotline at 211, press 1, or the National Suicide Prevention Lifeline at 1-800-273-TALK.

Student ID Cards: Students should continue to carry their BCPS-issued school ID cards with them at all times during the school day and at school events in the afternoon or evening. Replacement cards will be available during the first week of school. Students with release time for any reason must go to the counseling office during the first week of school and pick up a special sticker that identifies that student as having release time.

**PTSA:**

Membership to the Sparrows Point High School PTSA is $10.00 per person and may be paid by cash, check, or money order.  Please make checks payable to SPHS PTSA.  (see membership flyer on next page)

 **JOIN THE SPARROWS POINT PTSA**

It’s a brand new school year and Sparrows Point PTSA needs you!  The membership fee is $10.00 per person.  Anyone can join, students, teachers, parents, family members and friends.  The PTSA works with the school to provide support to teachers and students. Without your support it will be harder to achieve this.

Our PTSA meetings will be held on the dates below in the school library at 6:00 pm. This year, our meetings will provide specific information on certain topics listed below; as well as general information on the PTSA and Boosters, Athletic, and Species clubs. If you would like to give us your e-mail address we will add you to the PTSA distribution list. We will send out reminders about upcoming events and fundraisers.  We welcome input and suggestions and hope you can join us.

At the conclusion of this school year, our Board members will be retiring. We will need a President, Secretary, and a Treasury. Please become active this year and consider taking over one of these positions next year.

**Meeting dates: October 8, November 7, February 13, April 2, May 14**

Don’t forget to fill out this flyer and enclose it along with $10.00 per person signing up. Return it to the office or your student’s homeroom teacher. Please make checks or money orders payable to SPHS PTSA.

Student’s Name/Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Homeroom Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Members Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Members E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Enclosed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Circle one: Check Cash Money Order

# of members joining \_\_\_\_\_\_\_\_

Are you a teacher/faculty member of SPHS: Circle Yes No